

## DEPARTMENT OF AGING

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## PROGRAM MEMO

TO: <b>Area Agencies on Aging (AAA) Directors</b>	NO.: <b>PM 02-18 (P)</b>
SUBJECT: <b>USDA Adjusted Meal Counts Schedule (CDA 279), USDA Meal Counts (CDA 298), and USDA Reporting Process</b>	DATE ISSUED: <b>August 6, 2002</b>
REVISED:	EXPIRES: Until Superseded
REFERENCES: <b>PM 02-16 (P), PM 98-24 (P), Older Americans Act (OAA) Amendments of 2000</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III B <input checked="" type="checkbox"/> Title III C-1/C-2 <input type="checkbox"/> Title III D <input type="checkbox"/> Title III E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b>Changes to USDA Process</b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your Assigned AAA-Based Team Public Health Nutritionist</b>	

The purpose of this Program Memorandum (PM) is to: provide guidance on changes to CDA's USDA reporting process, transmit the new USDA Adjusted Meal Counts Schedule (CDA 279 New 8/02), and transmit your July 2001 through June 2002 USDA Meal Counts (CDA 298) report for Fiscal Year (FY) 2001/02. Changes in the USDA reporting process are due to the 2000 Amendments to the OAA, which established the Nutrition Services Incentive Program (NSIP). The NSIP established a new method for distributing USDA funds to California and allowed the California Department of Aging (CDA) flexibility in the disbursement of these funds to AAAs. Because of this new distribution process, CDA will be able to reimburse AAAs for all USDA eligible meals provided from July 1, 2001 through June 30, 2002.

Effective with this PM, the CORRECTIONS/ADJUSTMENTS section of PM 98-24 (P), which states that CDA must receive final quarterly meal counts no later than 80 days after the close of each calendar quarter, has been revised. **Adjusted meal counts shall be submitted within 60 days after the fourth quarter of each fiscal year.** For this fiscal year, **adjusted meal counts for the quarter ending June 30, 2002, are due to CDA by August 30, 2002.** In addition, AAAs are now allowed to report any **additional eligible meals** served by the Elderly Nutrition Program from July 2001 through March 2002 that were not previously reported during the original 90-day reconciliation periods.

To document the additional meals for July through March and meal corrections for the final quarter, CDA has developed the USDA Adjusted Meal Counts Schedule (CDA 279). The attached CDA 279 must be completed and returned to CDA with your FY 2001/02 Title III/VII Financial Closeout Report (CDA 180), due August 30, 2002. **The AAA Director and Fiscal Officer must sign the CDA 279,**



## USDA Adjusted Meal Counts Schedule

**Area Agency on Aging:**

**Street Address:**

**City, State, ZIP:**

**PSA No.:**

**Contract No.:**

**Fiscal Year:**

Month	(a) III C-1 Meals per CDA 298	(b) III C-1 Changes	(c) Final III C-1 Meal Count	(d) III C-2 Meals per CDA 298	(e) III C-2 Changes	(f) Final III C-2 Meal Count
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total Meals</b>						

### Instructions:

1. Copy meal counts from the CDA 298 into column (a) for III C-1 and column (d) for III C-2.
2. List the changes to the number of meals to be reported for each month in column (b) for III C-1 and column (e) for III C-2. For July - March, list only increases. For April - June, list increases or decreases.
3. For each month, total across column (a) and column (b) and enter the total in column (c).
4. For each month, total across column (d) and column (e) and enter the total in column (f).
5. On the **Total Meals** line, add down each column and enter the total.

If no changes are necessary, mark X in the "No Changes Required" box below.

☐ No Changes Required

I hereby certify to the best of my knowledge and belief that these USDA meal counts reflect the total eligible meals served for the appropriate fiscal year.

Signature of Area Agency on Aging Director

Printed Name

Date

Signature of Fiscal Officer

Printed Name

Date



**certifying the total eligible meals served.** The number that appears in the Total Meals line under column (c) and column (f) on the CDA 279 must agree with the Total Title III C-1 USDA Senior Meals Served and Total Title III C-2 USDA Senior Meals Served reported on the CDA 180.

AAAs must e-mail separate SPR 107 files with corrected meal counts to their assigned AAA-Based Team's USDA mailbox. A corrected SPR 107 file is required for each month and for each program in which changes in meals are being reported. **All corrected files must be received by August 30, 2002** and will serve as the **final correction to USDA meal counts for FY 2001/02.**

**Original Signed By Lynda Terry**

Lynda Terry  
Director

Attachments: CDA 279 (new 8/02), USDA Adjusted Meal Counts Schedule  
CDA 298, USDA Meal Counts – AAAs Only – Hard Copy Only